

## Add Employees to a Report Job Aid

### Purpose:

This job aid will identify the steps to add an employee to a monthly payroll report in Core-CT. Use this job aid to add a newly hired employee to a copy forwarded report.

### Steps

### Screenshots

1. Navigate to the **ER Home Page: Main Menu > Core-CT HRMS > Pension > Employer Reporting > ER Home Page**
2. On the ER Home page, select the appropriate Earned Period hyperlink in the Outstanding Employer Payroll Report section.

| Outstanding Employer Payroll Reports |            |                         |                |               |                     |                 |
|--------------------------------------|------------|-------------------------|----------------|---------------|---------------------|-----------------|
|                                      |            |                         | Personalize    | Find          | First 1-4 of 4 Last |                 |
|                                      | Department | Earned Periods          | Schedule Name  | Report Status | Due Date            | Submission Date |
| 1                                    | MSO131BAB  | 03/01/2017 - 03/31/2017 | MSO131BAB_2017 | Submitted     | 03/31/2017          | 03/28/2017      |

3. To add an employee to the report, click the **Pay Details** button on any employee on the Employer Report Detail page.

| Employee Details |                          |             |         |             |         |                |             |
|------------------|--------------------------|-------------|---------|-------------|---------|----------------|-------------|
| National ID      |                          | Last Name   |         |             |         |                |             |
| Pay Status       |                          | HR Status   |         |             |         |                |             |
|                  |                          | National ID | Empl ID | Empl Record | Payroll | Payroll Status | Pay Details |
| 1                | <input type="checkbox"/> | 111111111   | 223081  | 0           |         | Submitted      | Pay Details |
| 2                | <input type="checkbox"/> | 222222222   | 238213  | 0           |         | Submitted      | Pay Details |

4. Click the "+" button on the Record Summary level to add a new employee to the report.
5. Click the Empl ID magnifying glass to search for the new member.

| Record Summary          |                      |                      |                      | Find   View All   | First 2 of 7 Last    |
|-------------------------|----------------------|----------------------|----------------------|---|----------------------|
| Empl ID:                | <input type="text"/> | Empl Record:         | 0                    | National ID:  | <input type="text"/> |
|                         |                      |                      |                      | Record Status:  | New                  |
|                         |                      |                      |                      | <input type="button" value="+"/> <input type="button" value="-"/> |                      |
| Payroll                 |                      |                      |                      |   |                      |
|                         |                      |                      | Find                 | First 1 of 1 Last   |                      |
| Payroll - Current Month |                      | Pay Period End Date  |                      | 03/31/2017  |                      |
| Actual Hours:           |                      | <input type="text"/> |                      |   |                      |
| TXNCD1:                 | <input type="text"/> | Amount 1:            | <input type="text"/> | TXNCD2:   | <input type="text"/> |
|                         |                      | Amount 2:            | <input type="text"/> |   |                      |

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## Steps

## Screenshots

6. In the search box, enter the Empl ID, National ID, or click the Look Up button to display all results for your municipality. Select the employee to be added to the report.

Look Up Empl ID

Help

Empl ID begins with

National ID begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100First 1-3 of 3 Last

| Department | Empl ID | National ID |
|------------|---------|-------------|
| MSO131BAB  | 207865  | 111111111   |
| MSO131BAB  | 213907  | 222222222   |
| MSO131BAB  | 284911  | 333333333   |

7. The name of the employee is displayed. Using the Transaction Code Job Aid, enter the following information:
- Actual Hours
  - TXNCD1 (in most cases, Transaction Code 1 will be REG)
  - Amount 1 (Amount of Regular Pay)
  - TXNCD2 (in most cases, Transaction Code 2 will be Employee Contributions)
  - Amount 2 (Amount of Employee Contributions)
8. Click **Save**.

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Payroll

Payroll - Current Month Pay Period End Date 03/31/2017

Actual Hours:

TXNCD1:  Amount 1:  TXNCD2:  Amount 2:

Save Cancel Add Adjustment